

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE

NO.

C-118

PAGE

NO.

1.

1. Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF COUNTY COMMISSIONERS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CASH RECEIPTS AND DISBURSEMENTS JOURNAL

Size: 14" x 18" x 1"

Dates: 1928 - -

Quantity: 6 volumes

File Arrangement: Chronological

Audit: Annual outside audit and State audit

The Journal is a record of the daily cash receipts and disbursements showing voucher and check numbers, the dates, amounts and nature of the payment or receipt. This record is posted to the General Ledger, a permanent book of entry.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

2. ADMINISTRATIVE ACCOUNTING RECORDS = Superseded by Sched. C-310, 1/11/68 (item only)

Dates: 1950 - -

Quantity: 18 volumes, 3 file drawers

File Arrangement: Chronological

Audit: Annual outside audit and State audit

These records are composed of the following items used as supporting data to the permanent book of entry, the General Ledger:

Check books

Canceled checks

Bank statements

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

APPROVED
HALL OF RECORDS COMMISSION

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(Continuation Sheet)

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5. Description of Records
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6. Recommendation of Hall of Records and Board of Public Works.

Item 2
(cont.)

Vouchers
Reconciliation sheets
Receipt copies

(Superseded by Sched. C-310, Item 1.)

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. GENERAL CORRESPONDENCE

Dates: 1950 - -
Quantity: 8 file drawers
File Arrangement: By subject

This file contains general correspondence with State and local agencies, private individuals and firms, relating to the functions and activities of the Board of County Commissioners.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. MORTGAGE BOOKS

Size: 12" x 18" x 3"
Dates: 1891-1915
Quantity: 4 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued
Index: Thumb Index to Mortgages

This is a record of mortgagees and mortgagors showing the date and amount of the mortgage, the credits, the net amount on which taxes were collected, the rate of interest, the date of payment of taxes and the date of release of the mortgage. The original mortgages and releases are recorded in the permanent Land Records in the office of the Clerk of the Circuit Court.

RECOMMENDATION: DESTROY ACCUMULATION.

5. INCREASE AND DECREASE IN ASSESSMENT NOTICES

Size: 12" x 8" x 1"
Dates: 1920 - - (incomplete)
Quantity: 61 volumes
File Arrangement: Chronological
Disposable Amount: 8 cubic feet
Audit: Annual outside audit and State audit

For each increase or decrease in assessments the Board of County Commissioners prepares a notice in triplicate distributed as follows:

APPROVED BY
BOARD OF PUBLIC WORKS

JUN 9 1958

SECRETARY

APPROVED
HALL OF RECORDS COMMISSION

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.


1. Retained by the Board for correction of the Assessment Books.
2. To the Treasurer for Correction of the Tax Roll Books.
3. To the Supervisor of Assessments for correction of his records.

The serialized notice shows the name and address of the taxpayer, the district number, the levy year, the amounts assessed for land and buildings or for personal property, and the reason for the change in the assessment. After the increase or decrease has been recorded in the Assessment and Tax Roll Books a notation of the recording is made on each notice.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED,
WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSIONAPPROVED BY
BOARD OF PUBLIC WORKS

JUN 9 1978


SECRETARY